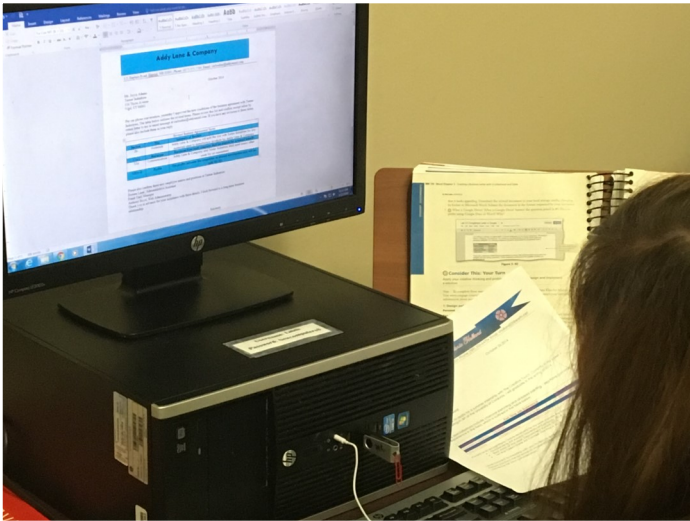


Office Technology



The Office Technology training program is designed to meet the entry-level workforce needs of any business that employs receptionists, information clerks, filing clerks, and/or office assistants.

Expectations & Requirements

While on the job, you will be expected to display the following traits at all times:

- Punctuality and dependability
- Attention to detail and accuracy
- Cooperation
- Ability to actively listen
- Capacity to communicate effectively
- Self-control

LEARNING OBJECTIVES

- Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Schedule appointments and maintain and update appointment calendars.
- Hear and resolve complaints from customers or the public.
- File and maintain records.
- Receive payment and record receipts for services.
- Perform administrative support tasks, such as proofreading, transcribing handwritten information, or operating calculators or computers to work with pay records, invoices, balance sheets, or other documents.
- Transmit information or documents to customers, using computer, mail, or facsimile machine.
- Analyze data to determine answers to questions from customers or members of the
- Collect, sort, distribute, or prepare mail, messages, or courier deliveries.
- Provide information about establishment, such as location of departments or offices, employees within the organization, or services provided.
- Calculate and quote rates for tours, stocks, insurance policies, or other products or services.
- Process and prepare memos, correspondence, travel vouchers, or other documents.
- Keep a current record of staff members' whereabouts and availability.
- Take orders for merchandise or materials and send them to the proper departments to be filled.

Office Technology



Minimum Entrance Requirements

Students wishing to enter the Office Technology training program are required to have a minimum academic level of 8th grade or higher in reading and 6th grade or higher in math. They should have good communication skills, vision, and functional use of hands, arms, prosthetics, and/or arm stick devices. Students should also be able to sit for moderate to prolonged periods of time while working at a computer station.

Course Duration and Sequence

Students wishing to enter the Receptionist portion of the Office Technology training program should expect to spend a minimum of 3 to 4 months or 360 hours in training. Those wishing to enter the Office Assistant portion of the program should expect to spend a minimum of 5 to 7 months or 510 to 720 hours in training.

Please note that, with the addition of ancillary services as well as individual pace, student completion timelines will vary.

Career Options

Upon completion of the Office Technology training program, students will be ready to obtain entry-level employment in the following areas: Receptionist or Office Assistant.

- **Receptionist:** Answers, inquires, and obtains information for general public, customers, visitors, and other interested parties; provides information regarding activities conducted at the establishment, location of departments, offices, and employees within organization.
- **Office Assistant:** Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, typing or word processing, office machine operations, filing, and record keeping.

All students enrolled in the Office Technology training program will have the opportunity to obtain the "Through the Customer's Eyes" online customer service certification from NST as part of their Office Technology training.

Upon completing the Office Technology training program, students may go on to work in a multitude of places including, but not limited to schools and institutions, hospitals, hotels, small business offices, etc.

